

INTERSTATE EXECUTIVE CENTER MEETING MINUTES

Meeting 5/26/2026

Location: IEC Building 2 – Marketing Options – 6818 Loop Road

Date/Time: May 26, 2026 | 12:00 PM

CALL TO ORDER

The meeting was called to order to include Gary Palmer, Greg Mahle, Tammy Murphy, Jane Heavin, and Rob Betts. Culmen participants were Kristin Nelson, Sara Sperry, and James Abrams.

REVIEW OF MINUTES

Motion made and seconded to approve prior meeting minutes. Motion passed unanimously.

REVIEW OF FINANCIALS

March Financials:

- Utilities, recycling, and dumpster fees exceeded expectations.
- Certain maintenance items were not budgeted.
- Financials deemed accurate; concerns noted regarding budgeting.

Motion made, seconded, and approved.

April Financials:

- Gas utility variance noted.
- Dumpster/recycling costs over budget.
- Storm-related cleanup increased maintenance costs.
- Positive income noted.

Motion made, seconded, and approved.

MANAGEMENT REPORT

Delinquencies:

- Building 2: Partial payments received; continued follow-up required.
- Foreclosed Unit closing scheduled 5/29/2026 with total recovery estimated at approximately \$11,439 including fees.

OPEN BUSINESS

Roof / Ice Damming:

- Customized scope of work issued to five contractors.
- Replacement recommended for Buildings 1 & 2 due to flashing, insulation, and ventilation issues.
- Bids due 5/29; comparison to be distributed.

Unit Repairs:

- Completed saving approximately \$20,000.
- Estimated total cost parts and labor: \$11,000–\$12,000.
- Legal guidance to be obtained regarding responsibility.

Windows:

- Additional vendors contacted; awaiting proposals.

Trash / Dumpster:

- Costs significantly increasing.
- Review of contract, frequency, and competitive bids required.

Summer Florals:

- Decision made to defer for 2027 due to timing.
- Bidding and planning to occur for 2027 in calendar year 2026.

Building Exterior:

- Assessment completed; board to review report and prioritize items for budget planning.

Parking Lot:

- Engineer proposal reviewed; additional pricing detail requested.
- Additional vendor bids to be obtained.

NEW BUSINESS

One security concern discussed regarding weekend solicitors. Recommendation for owners to secure units.

TRACKER REVIEW

Updates reviewed; preference established for concise agenda format moving forward.

ADJOURNMENT

Motion made, seconded, and approved to adjourn the meeting.